

BOARD OF TRUSTEES MEETING
MINUTES FROM REORGANIZATION MEETING JULY 8TH, 2021

Sam Pinto, President
Gemma Tansey, Vice President
Mary Ellen Guarini, Secretary
Robin Donovan, Trustee
Anita LaSpina, Trustee

Tara Lannen-Stanton, Director
Jill Lessard, Administrative Assistant
ABSENT WITH NOTICE:
Ralph Madalena, Attorney

REORGANIZATION FY 2021/21
IN-PERSON MEETING
PUBLIC SESSION 6:30 P.M.

- I. *Call to Order by Trustee Pinto @ 6:36 p.m.*
- II. *The Pledge of Allegiance was recited by all present.*
- III. *Approval of Minutes from 6/18/21 – (will be in 9/20 Board Packet).*
- IV. *Approval of Bills and Schedules 1219 and 1219a – were unanimously approved; moved by Trustee Guarini, seconded by Trustee Donovan.*
- V. *Public Comment (limited to three minutes per person) – please refer to the meeting audio to be posted on the Library’s website for Public Comment.*
- VI. *Reorganization for FY 2022 – the Reorganization Packet was reviewed and voted upon; see following pages for details.*
- VII. *Director and Staff Reports (June thru August will be in 9/20 Board Packet).*
- VIII. *Old Business*
 1. *FY 2021 Budget Revisions – the Board voted unanimously to approve; moved by Trustee Donovan, seconded by Trustee Pinto.*
 2. *FY 2022 Priorities – were included in the packet for review / comment.*
- IX. *New Business*
 1. *Approval to pay bills during Board Summer recess – was unanimously approved. Moved by Trustee Pinto, seconded by Trustee Guarini.*
- X. *Public Comment (limited to three minutes per person) – please refer to the meeting audio to be posted on the Library’s website for Public Comment.*
- XI. *CSEA – there were no CSEA items.*
- XII. *Personnel – there were no Personnel items.*
- XIII. *Executive Session – the Board voted unanimously to enter Executive Session at 7:09 p.m., moved by Trustee Donovan and seconded by Trustee Pinto. The Board voted unanimously to re-enter Public Session at 7:40 p.m.; moved by Trustee LaSpina and seconded by Trustee Pinto. No votes were taken during Executive Session.*
- XIV. *Date and Time of Next Meeting is Monday, Sept 20th, 2021 at 6:30 p.m. Public Session; will adjourn into Executive Session if necessary. Currently scheduled as an in person meeting – unanimously approved,*

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moved by Trustee Guarini and seconded by Trustee LaSpina.

XV. *Adjournment* – the meeting was adjourned at 7:43 p.m. Motioned by Trustee Pinto, seconded by Trustee Guarini, and unanimously approved.

PLEASE NOTE: Audio of this meeting will be posted to the Library’s website. Transcription will be made available at a later date.

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Election of Board Officers:

President Gemma Tansey. **Motioned by Trustee Pinto, seconded by Trustee Guarini, and unanimously approved.**

Vice-President – Mary Ellen Guarini. **Motioned by Trustee Donovan, seconded by Trustee LaSpina, and unanimously approved.**

Secretary – Robin Donovan. **Motioned by Trustee Tansey, seconded by Trustee Guarini, and unanimously approved.**

****Both of the below Trustee positions were motioned by Trustee Pinto, seconded by Trustee Guarini, and unanimously approved**

Trustee Anita LaSpina

Trustee Sam Pinto

Note: If the Board is to return to the former rotation of officers, Trustee Tansey would be the President this year, followed by Trustee Guarini next year, and so on.

****The remainder of the Reorganization items as laid out below were voted on as a whole; moved by Trustee Pinto, seconded by Trustee Tansey, and unanimously approved.**

Annual Meeting Schedule:

The annual schedule of meetings based on the third Monday of each month, contingent upon school vacations, holidays, etc., is as follows:

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| September 20, 2021 | February 7 OR 14, 2022 at 2 PM (<i>Preliminary Budget</i>) |
| October 18, 2021 | Monday March 21st (<i>Board Approval of Budget</i>) |
| November 15, 2021 | April 18 th |
| December 13, 2021 (<i>Tentative, Only As Needed</i>) | May 16 th |
| January 24, 2022 at 2 PM | June 20 th |

FY 2023 Reorganization Meeting Monday July 11, 2022

The required Public Budget hearing will be held with the Long Beach School District based on their schedule.

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Appointment of Board Professionals:

There are several professionals with their budgeted fees for this fiscal year, who report directly to the Board, as follows:

1. Accountant: TBD. The Library is currently handling this internally and will be conducting a new solicitation process during the summer of 2021 for accounting services. The proposed engagement will be for one year with the possibility of annual extension for no more than five years in total.
2. Asset Inventory: Industrial Appraisal, with the proposed annual fee of \$290, no increase from prior fiscal year.
3. Attorney: The current Board attorney Ralph Madalena was approved for a three (3) year renewal term at the June 2019 Board meeting; no further approvals needed at this time. Based on best practices for competition in procurement, the Library will be conducting a new solicitation process for legal services in Fiscal Year 2022 as Mr. Madalena's contract ends June 30, 2022. The proposed engagement will be for one year with the possibility of annual extension for no more than five years in total.
4. Auditor: RS Abrams, will complete auditing through Fiscal Year 2021 with the proposed annual fee of \$11,160. In fall 2021, the Library will be conducting a new solicitation process for auditing services to comply with the NYS Office of State Comptroller's requirement to request an RFP for auditing services every five years
5. GASB 74 / 75 Calculator: USI, \$2,500 for two (2) years access to the GASB 74 / 75 software needed for the independent audit.
6. Treasurer: Eugene Falciano is the current Treasurer, with the annual fee of \$6,000, no increase from prior fiscal year. Based on best practices for competition in procurement, the Library will be conducting a new solicitation process for Treasurer services. This RFP will be issued in late summer or fall 2021. The proposed engagement will be for one year with the possibility of annual extension for no more than five years in total.

Appointment of Board Secretary and Records Officer:

As in years past, it is recommended that the Administrative Assistant be appointed the Board's recording secretary and the Records Officer.

Appointment of Investment Officer:

Since New York State permits the investment of fund balances in commercial banks and governmental securities, an investment officer is required. The Library Treasurer provides guidance, recommendation, and oversight of investment in consultation with the Library Director.

Appointment of NLS Voting Representative:

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Pursuant to the Nassau Library System Bylaws, each member library must designate one voting representative for that Library and that is usually the Library Director. To that end, it is recommended the Library Director be designated the voting representative.

Designation of the Payroll Certifying Officer:

The Civil Service Commission certifies the Library's payroll and will periodically review the bi-weekly payroll. The bi-weekly payroll is handled internally by the Library's Payroll Clerk, reviewed by Director and Administrative Assistant, and approved for disbursement by Library Board and Treasurer at monthly meetings.

Authorization of Signatures:

The Board adopts the following procedure, pursuant to the State Comptroller's recommendation. All Trustees shall be designated as signatories for Library Schedules, Wire Transfers, Stop Payments and Checks. For Library schedules, there shall be two (2) Trustee signatories and the Treasurer. For Library checks there shall be two (2) signatories, one (1) Trustee and the Treasurer. In the event of an emergency or Treasurer incapacity, Trustees alone can be the signatories.)

Designation of the Official Newspaper:

To save taxpayer dollars, the Long Beach Herald has been the official newspaper for legal advertisements and is again recommended for such designation. As the official newspaper, the Herald receives the legal notices for the Board meetings; however, if there is any bidding or any other important matter requiring legal advertising, the South Shore Tribune and Newsday can be and have been also utilized.

Bank Designations:

Currently, the Library uses Capital One, Chase, First National Bank of Long Island (FNBLI) and HSBC for its 13 accounts and certificates of deposit. Given the ability to insure amounts held beyond the FDIC limits via collateralization, the Library Director will consolidate accounts and explore allowable investment opportunities, under the recommendation and guidance of the Library Treasurer.

Petty Cash Fund:

The Petty Cash Fund is \$240, with \$200 allocated to the Main branch and \$20 each allocated to the Point Lookout and West End branches.

Designating of Worker's Compensation Administrator:

The third-party administrator for worker's compensation is the Utica Insurance Company. This policy is renewed annually at the beginning of the calendar year.

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Designation of the third-party Administrator for the IRS Section 125 Plan:

By contract, the Library has a flexible benefits plan that is currently administered by a third party, the Preferred Group Plan, Inc. of Albany, New York. Preferred pays claims quickly, is used by the school district for their employees, costs the Library \$TBD for the year and is recommended to continue as the administrator for this benefit.

Designation of third-party administrator for the 403B retirement plan:

OMNI, currently utilized as the third-party administrator for the employees' 403B plan, is also used by the school district, will cost the Library \$1,750 and is recommended for this fiscal year.

Authorization of Certain Payments between Board Meetings:

Administration seeks approval to pay the following bills and expenses between Board meetings to meet due date requirements and avoid interest charges for utilities, lease payments, payroll and associated tax and benefit expenses. Purchases will be made in compliance with the Procurement Policy.

Re-adoption of all policies in effect during the previous fiscal year:

It is recommended that the Board readopt all policies currently in effect with a schedule, as recommended by the Library Director, to review/update/approve select policies at every Board meeting. **This concludes the reorganization portion of the meeting.**